

**Date:** [Insert Date]

**To:**

USDA Rural Development  
Centralized Servicing Center  
P.O. Box 66889  
St. Louis, MO 63166

**Subject: Authorization to Release Loan Payoff Information**

**Borrower Name(s):** [Insert Full Name(s)]

**Property Address:** [Insert Full Property Address]

**USDA Account/Loan Number:** [Insert Account Number]

**Social Security Number (Last 4 digits):** [Insert Last 4 Digits]

To Whom It May Concern,

I/We, the undersigned borrower(s), hereby authorize the USDA Rural Development to release a formal payoff statement and any necessary loan information regarding the above-referenced account to the following party:

**Authorized Recipient:** [Insert Name of Title Company/Law Firm/Bank]

**Attention:** [Insert Contact Person Name]

**Email:** [Insert Email Address]

**Phone:** [Insert Phone Number]

**Fax:** [Insert Fax Number]

Please provide a payoff figure valid through [Insert Date]. This statement should include all principal, interest, fees, and any applicable recapture amounts associated with the loan.

I/We also authorize the USDA to discuss any details related to the closing of this account with the recipient listed above.

Thank you for your prompt assistance in this matter.

Sincerely,

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[Borrower Signature]

[Print Name]

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[Co-Borrower Signature, if applicable]  
[Print Name]